

PAPERWORK REDUCTION ACT SUBMISSION

Please read the instructions before completing this form. For additional forms or assistance in completing this form, contact your agency's Paperwork Clearance Officer. Send two copies of this form, the collection instrument to be reviewed, the supporting statement, and any additional documentation to: Office of Information and Regulatory Affairs, Office of Management and Budget, Docket Library, Room 10102, 725 17th Street NW, Washington, DC 20503.

1. Agency/Subagency originating request	2. OMB control number b. <input type="checkbox"/> None a. _____ - _____
3. Type of information collection (<i>check one</i>) a. <input type="checkbox"/> New Collection b. <input type="checkbox"/> Revision of a currently approved collection c. <input type="checkbox"/> Extension of a currently approved collection d. <input type="checkbox"/> Reinstatement, without change, of a previously approved collection for which approval has expired e. <input type="checkbox"/> Reinstatement, with change, of a previously approved collection for which approval has expired f. <input type="checkbox"/> Existing collection in use without an OMB control number For b-f, note Item A2 of Supporting Statement instructions	4. Type of review requested (<i>check one</i>) a. <input type="checkbox"/> Regular submission b. <input type="checkbox"/> Emergency - Approval requested by _____ / _____ / _____ c. <input type="checkbox"/> Delegated 5. Small entities Will this information collection have a significant economic impact on a substantial number of small entities? <input type="checkbox"/> Yes <input type="checkbox"/> No 6. Requested expiration date a. <input type="checkbox"/> Three years from approval date b. <input type="checkbox"/> Other Specify: _____ / _____
7. Title	
8. Agency form number(s) (<i>if applicable</i>)	
9. Keywords	
10. Abstract	
11. Affected public (<i>Mark primary with "P" and all others that apply with "x"</i>) a. <input type="checkbox"/> Individuals or households d. <input type="checkbox"/> Farms b. <input type="checkbox"/> Business or other for-profit e. <input type="checkbox"/> Federal Government c. <input type="checkbox"/> Not-for-profit institutions f. <input type="checkbox"/> State, Local or Tribal Government	12. Obligation to respond (<i>check one</i>) a. <input type="checkbox"/> Voluntary b. <input type="checkbox"/> Required to obtain or retain benefits c. <input type="checkbox"/> Mandatory
13. Annual recordkeeping and reporting burden a. Number of respondents _____ b. Total annual responses _____ 1. Percentage of these responses collected electronically _____ % c. Total annual hours requested _____ d. Current OMB inventory _____ e. Difference _____ f. Explanation of difference 1. Program change _____ 2. Adjustment _____	14. Annual reporting and recordkeeping cost burden (<i>in thousands of dollars</i>) a. Total annualized capital/startup costs _____ b. Total annual costs (O&M) _____ c. Total annualized cost requested _____ d. Current OMB inventory _____ e. Difference _____ f. Explanation of difference 1. Program change _____ 2. Adjustment _____
15. Purpose of information collection (<i>Mark primary with "P" and all others that apply with "X"</i>) a. <input type="checkbox"/> Application for benefits e. <input type="checkbox"/> Program planning or management b. <input type="checkbox"/> Program evaluation f. <input type="checkbox"/> Research c. <input type="checkbox"/> General purpose statistics g. <input type="checkbox"/> Regulatory or compliance d. <input type="checkbox"/> Audit	16. Frequency of recordkeeping or reporting (<i>check all that apply</i>) a. <input type="checkbox"/> Recordkeeping b. <input type="checkbox"/> Third party disclosure c. <input type="checkbox"/> Reporting 1. <input type="checkbox"/> On occasion 2. <input type="checkbox"/> Weekly 3. <input type="checkbox"/> Monthly 4. <input type="checkbox"/> Quarterly 5. <input type="checkbox"/> Semi-annually 6. <input type="checkbox"/> Annually 7. <input type="checkbox"/> Biennially 8. <input type="checkbox"/> Other (describe) _____
17. Statistical methods Does this information collection employ statistical methods <input type="checkbox"/> Yes <input type="checkbox"/> No	18. Agency Contact (person who can best answer questions regarding the content of this submission) Name: _____ Phone: _____

19. Certification for Paperwork Reduction Act Submissions

On behalf of this Federal Agency, I certify that the collection of information encompassed by this request complies with 5 CFR 1320.9

NOTE: The text of 5 CFR 1320.9, and the related provisions of 5 CFR 1320.8(b)(3), appear at the end of the instructions. *The certification is to be made with reference to those regulatory provisions as set forth in the instructions.*

The following is a summary of the topics, regarding the proposed collection of information, that the certification covers:

- (a) It is necessary for the proper performance of agency functions;
- (b) It avoids unnecessary duplication;
- (c) It reduces burden on small entities;
- (d) It used plain, coherent, and unambiguous terminology that is understandable to respondents;
- (e) Its implementation will be consistent and compatible with current reporting and recordkeeping practices;
- (f) It indicates the retention period for recordkeeping requirements;
- (g) It informs respondents of the information called for under 5 CFR 1320.8(b)(3):
 - (i) Why the information is being collected;
 - (ii) Use of information;
 - (iii) Burden estimate;
 - (iv) Nature of response (voluntary, required for a benefit, mandatory);
 - (v) Nature and extent of confidentiality; and
 - (vi) Need to display currently valid OMB control number;
- (h) It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected (see note in Item 19 of instructions);
- (i) It uses effective and efficient statistical survey methodology; and
- (j) It makes appropriate use of information technology.

If you are unable to certify compliance with any of the provisions, identify the item below and explain the reason in Item 18 of the Supporting Statement.

Signature of Senior Official or designee

Date

Agency Certification (signature of Assistant Administrator, Deputy Assistant Administrator, Line Office Chief Information Officer, head of MB staff for L.O.s, or of the Director of a Program or StaffOffice)	
Signature	Date
Signature of NOAA Clearance Officer	
Signature	Date

SUPPORTING STATEMENT
STATE COASTAL PROGRAM/NATIONAL ESTUARINE RESEARCH RESERVE
PERFORMANCE MEASUREMENT QUESTIONNAIRE

A. JUSTIFICATION

1. Explain the circumstances that make the collection of information necessary.

At the request of Congress through the Appropriations' Committee in 2001 and 2002 and the proposed reauthorization of the Coastal Zone Management Act (CZMA) as House Bill HR 3577, National Oceanic and Atmospheric Administration's (NOAA) National Ocean Service (NOS) is in the process of developing a national performance measurement system for the CZMA. In order to facilitate input by the state coastal programs and the National Estuarine Research Reserves (NERRs) and to efficiently and effectively develop the system, NOS is seeking information about the state coastal programs' and the NERRs' existing use of performance measures as well as the state coastal programs' and the NERRs' goals, objectives, indicators, and existing data. This will allow for a more informed process for development of the national performance measurement system.

2. Explain how, by whom, how frequently, and for what purpose the information will be used.

The data compiled from this effort will inform the development of the national CZMA performance measurement system by compiling a list of state coastal programs' and the NERRs' goals, objectives, and measures. This information will be compared to the framework currently being developed by the H. John Heinz III Center for Science, Economics and the Environment with the assistance of a panel of 15 experts from four sectors (industry, academia, government and the environmental community). This comparison should verify the Heinz Center's framework in terms of shared national and state goals. The resulting list of state coastal program and NERR measurable objectives will then be used to expand the framework further. This should ensure that the framework and resulting system accurately reflect, on a broader national level, the state coastal programs' and the NERRs' goals and objectives. Once measurable objectives are determined for each goal, NOS, the state coastal program managers, NERR managers and others will meet for a Fall 2002 workshop to begin developing specific indicators for the goals identified. These indicators will hopefully fit into the dimensions identified in the Heinz Center's framework. Once a common set of indicators is identified, the framework will be presented to Congress.

It is anticipated that the information collected in this single (one-time) effort will have a one-time use for the development of the national performance measurement system but may inform changes in the system or other programs in the future. The information gathered about the state coastal programs' policies will be used to create a database where NOS can assist the state coastal programs by tracking the federal consistency of the state coastal programs.

All of the data is expected to be entered into a database that would be accessible to all OCRM staff. The information could also be used to assist states and the NERRs in reviewing and updating their state coastal and the NERR programs.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological techniques or other forms of information technology.

The information will be collected primarily through telephone interviews. Electronic collection may take the form of emails from the state coastal programs and the NERRs to NOS. The emails may include existing files that describe the state coastal programs'/NERRs' goals, objectives, measures, or policies.

4. Describe efforts to identify duplication.

We have asked the Coastal Programs and Estuarine Reserves Divisions within OCRM about previous and planned efforts that involve contacting the state coastal programs/NERRs. An attempt has been made to identify sources of information that can provide background information to avoid a duplication of effort. It is NOS' intent to build on three previous NOAA studies to determine the state coastal programs' and NERRs' use of performance measurement indicators and the state coastal programs' monitoring capabilities. Any information previously collected through these efforts will be used to avoid duplication, but most of the information requested in this collection effort differs from the previous efforts or the studies were limited in the number of participants.

5. If the collection of information involves small businesses or other small entities, describe the methods used to minimize burden.

Not applicable.

6. Describe the consequences to the Federal program or policy activities if the collection is not conducted or is conducted less frequently.

The development of this national system will ultimately require the participation of the state coastal and the NERR programs in order to compile the data necessary to do an evaluation of the CZMA. The state coastal and the NERR programs are integral parts of the program. Since CZMA is a cooperative effort of the state coastal programs, the NERRs, and NOAA, it is vital that the state coastal programs and the NERRs be involved in the development of a national performance measurement system. Their participation will be necessary to develop the performance measurement system, provide data necessary for the evaluation of the CZMA and in implementing an effective performance measurement system. Without their participation in this effort, the national system that is developed may not be as efficient, accurate, useful, or informative as with their participation. The survey will help to elicit the state coastal programs' and the NERRs' input into this process and to allow for a more collaborative effort in building a national system.

7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.

This national performance measurement system is being developed by NOAA, in cooperation with the state coastal programs and the NERRs, in order to comply with the Appropriations' Committee requests in 2001 for a report on the national impact of coastal management and in 2002 for quarterly reports on progress in developing indicators. This system is also being developed in anticipation of the passage of the reauthorization of the CZMA. Current wording of House Bill HR 3577 requests a report on a common set of indicators "not late than one year after the date of the enactment of this Act" and development of a national monitoring and evaluation system "not late than 3 years after the date of the enactment of this Act." Last year, the report on a common set of indicators was due within two years of the enactment of the Act. It is anticipated that even if the Act is not passed this year, that this wording will be changed to reflect the passing of another year. Therefore it is apparent that the Congress intends to have a system developed in an efficient and timely manner.

Several efforts have initiated the development of this national performance measurement system. There have been three previous NOAA studies to determine the state coastal programs' and NERRs' use of performance measurement indicators and the state coastal programs' monitoring capabilities. These have laid the ground work for this effort.

In a fourth study, the H. John Heinz III Center for Science, Economics and the Environment is currently working with a panel of 15 experts to develop a national framework for the performance measurement system. They have identified six proposed focus areas: public access, coastal biodiversity, coastal water quality, coastal community development, coastal hazards and coastal dependent uses. Dimensions within each focus area were also identified as groupings within which to organize future indicators. The information has been presented at two constituent meetings and to the state coastal program managers for comment. The final report of the Heinz Center study, which will provide the framework for our efforts, is due in December 2002. However, due to time constraints, NOS will be proceeding with additional efforts prior to the completion of the final report. NOS will ensure the panel's continuing efforts are also considered in the simultaneous NOS efforts though.

Once this survey, is complete this information will be used to verify the Heinz Center's framework in terms of shared national and state goals. The resulting list of state coastal and NERR program goals and measurable objectives will then be used to expand the framework further. This should ensure that the framework and resulting system accurately reflect, on a broader national level, the state coastal programs' and the NERRs' goals and objectives. Once measurable objectives are determined for each goal, NOS, the state coastal program managers, NERR managers and others will meet for a Fall 2002 workshop to begin developing specific indicators for the goals identified. These indicators will hopefully fit into the dimensions identified in the Heinz Center's framework. Once a common set of indicators is identified, the framework will be presented to Congress.

In order to comply with the time lines tentatively set within the proposed House Bill HR3577, it is necessary to request an emergency approval for this information collection. As a result, no PRA Federal Register notice was published. It should also be noted that the state coastal programs and the NERR sites, the respondents to this questionnaire, are partially funded by NOAA under the CZMA.

8. Provide a copy of the PRA Federal Register notice that solicited public comments on the information collection prior to this submission. Summarize the public comments received in response to that notice and describe the actions taken by the agency in response to those comments. Describe the efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

A Federal Register Notice to solicit comment has not been published at the time of this emergency approval request. The questionnaire and background information submitted with this request has been reviewed and commented on by four state coastal programs.

9. Explain any decisions to provide payments or gifts to respondents, other than remuneration of contractors or grantees.

No payments will be involved.

10. Describe any assurance of confidentiality provided to respondents and the basis for assurance in statute, regulation, or agency policy.

No assurances of confidentiality will be made.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.

We do not believe that any of the questions are of a “sensitive nature.”

12. Provide an estimate in hours of the burden of the collection of information.

The estimate in hours of the burden is 2400. This was determined as follows: the total number of approved and non-participating state coastal programs (35) plus the total number of NERR sites (25) is 60. It is estimated that it will take 2-5 hours for each program to complete the survey, with an additional 35-38 hours for reviewing the instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the questionnaire. It should be noted that this will only be collected once and is not intended to be repeated.

13. Provide an estimate of the total annual cost burden to the respondents or record-keepers resulting from the collection.

The costs to the respondents will potentially be copying, mailing, and faxing costs. We estimate this cost to be \$15 per program or \$900 total.

14. Provide estimates of annualized cost to the Federal government.

The costs to NOS to complete the survey and to analyze the results is estimated to be 1200 hours plus 240 hours of long distance charges. The annualized cost is estimated to be \$30,000 for personnel plus \$500 for long distance charges. Again, it should be noted that this will only be collected once and is not intended to be repeated.

15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB 83-I.

The hours are a program change for a new collection.

16. For collections whose results will be published, outline the plans for tabulation and publication.

At this time, it is not anticipated that this information will be published. The data will be compiled into a database for NOAA and state/NERR use. A summary of these results may be written and distributed to the participating respondents. The resulting analysis/synthesis will result in the further development of the national performance measurement system. This national performance measurement system will ultimately be reported to Congress.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons why display would be inappropriate.

Not applicable.

18. Explain each exception to the certification statement identified in Item 19 of the OMB 83-I.

Not applicable.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

The data collection will not employ statistical methods.

5/16/02 DRAFT

OMB No. _____ Expires _____

Laura Letson
Office of Ocean and Coastal Resource Management
NOAA Ocean Service, N/ORM
1305 East-West Highway
Silver Spring, Maryland 20910

date

Director
State Coastal Program/National Estuarine Research Reserve (NERR)

Dear ____:

As you are aware, the National Oceanic and Atmospheric Administration's (NOAA) National Ocean Service (NOS) is continuing to work on several fronts to develop a national system of coastal management performance measurement. In order to continue to work with the state coastal programs/National Estuarine Research Reserves (NERRs) to develop a system that will meet the needs of Congress and NOAA, as well as the state coastal programs/NERRs, NOS is asking for your assistance in completing this questionnaire.

NOS will contact each state coastal program/NERR to set up a conference call to go through this survey with you. However, in order to conduct the call effectively and efficiently, please read through the attached survey and background information prior to the conference call. We plan to first contact you to discuss the format of the conference call, who should attend and to determine a convenient time for the conference call. When considering who should participate in the conference call, please consider persons both inside and outside of your state coastal program/NERR as pertinent information may also reside with outside sources. For instance, we would like to include other state agencies that have coastal/ocean performance measures even though these agencies are not a formal part of a state's coastal program. These might include state tourism or transportation agencies, for example. We can also answer any other questions you have about the performance measurement system development process at that time. We expect that the conference call should last _____ minutes.

Your participation in this effort will enable NOS to better understand the goals of each state coastal program/NERR. The compilation of the state coastal programs'/NERRs' goals, objectives, indicators and measured data will help to complete the development of the performance measurement framework. The state coastal programs'/NERRs' goals and objectives will be placed into a data base and compared to the framework that the Heinz Center is currently developing. Common goals and objectives that could be used for a national system may emerge from the state coastal programs'/NERRs' responses. A more developed framework that reflects the overall goals and objectives will then be presented to the state coastal programs/NERRs for comment. A workshop in the Fall of 2002 will follow to allow for discussion regarding the indicators that will be considered for inclusion in the national performance measurement system.

Thank you for your time and assistance in this effort.

Sincerely, Laura Letson

Background Information about Developing a National Performance Measurement System for the Coastal Zone Management Act.

This background paper will explain the purpose of this study, will provide definitions of terms used in the survey and will provide a brief explanation about the studies previously undertaken by the National Oceanic and Atmospheric Administration's (NOAA) National Ocean Service (NOS) in regards to developing a national performance measurement system.

Purpose of this Study

NOS wants to determine what goals, objectives, indicators, and measures are currently being used by the state coastal programs/National Estuarine Research Reserves (NERRs). This information will be used to verify the national goals being used in the framework being developed by the Heinz Center (see below). The resulting list of state coastal program/NERR goals and measurable objectives will then be used to expand this framework further. This should ensure that the framework and resulting system accurately reflect, on a broader national level, the state coastal programs'/NERRs' goals and objectives. Once measurable objectives are determined for each goal, NOS, the state coastal program managers, NERR managers and others will meet for a Fall 2002 workshop to begin developing specific indicators for the goals identified. These indicators will hopefully fit into the dimensions identified in the Heinz Center's framework. Once a common set of indicators is identified, the framework will be presented to Congress.

Definitions

goal__
objective__
indicator__
focus areas__
dimensions
strategy
performance measures
benchmarks or targets

A National Performance Measurement System

Several efforts have been undertaken to develop a national performance measurement system for the Coastal Zone Management Act (CZMA). NOS' intent is to build upon the previous efforts in order to shape an effective and efficient performance measurement system that will benefit NOAA and the state coastal programs/NERRs as well as to inform Congress. A performance measurement system will help to track the national benefit of the CZMA, to assist state coastal programs/NERRs in improving their effectiveness at meeting their own management goals, as well as to potentially help prioritize efforts in coastal management.

Developing a National Framework

The H. John Heinz III Center for Science, Economics and the Environment study is identifying national coastal resources goals, based on the objectives of the CZMA, and is developing a

framework for results-based management using performance indicators. A panel of 15 experts from four sectors (industry, academia, government and the environmental community), has identified six proposed focus areas: public access, coastal biodiversity, coastal water quality, coastal community development, coastal hazards and coastal dependent uses. Dimensions within each focus area were also identified as groupings within which to organize future indicators.

The information has been presented at two constituent meetings and to the state coastal program managers for comment. The final report of the Heinz Center study, which will provide the framework for our efforts, is due in December 2002. However, due to time constraints, NOS will be proceeding with additional efforts prior to the completion of the final report. NOS will ensure the panel's continuing efforts are also considered in the simultaneous NOS efforts though.

Previous Efforts to Determine the State Coastal Programs' and National Estuarine Research Reserve System's Use of Performance Measurement Indicators and the State Coastal Programs' Monitoring Capabilities

In 1997 and 1998, NOS evaluated twenty of the state coastal programs to determine if performance measures or indicators were used as part of their program review. The report documented the extent of use of performance measures within these twenty states as well as how the measures were used.

In 2001 and 2002, NOS had a pilot project to analyze the current status of data collection in the various state coastal programs. The goals of the project were to look at the type of data currently being used by state and local governments, to determine if there are common types of data being collected in more than one state, and to identify possible data standards and frequency of reporting that would be helpful to both the national and state coastal programs. The project focused on how five states, New Jersey, Delaware, Wisconsin, Mississippi, and California, measured data for five goals of the CZMA: protecting wetlands; managing coastal development to reduce hazards; maintaining public access to the coasts; redevelopment of waterfronts; and providing opportunities for public involvement.

A baseline assessment of the use of indicators by the NERR system was also completed in 2002. The survey consisted of telephone interviews of the manager of each of the 25 designated NERR programs as well as the manager of the proposed San Francisco Bay reserve, the manager of the Narragansett Bay National Estuary Program and the manager of the Great Bay National Wildlife Refuge.

The three studies provided excellent background material for development of the national performance measurement system. Some of the lessons learned were: the use of performance measures by state coastal programs as a tool for coastal management evaluation is limited; much information related to coastal management is already being collected by the states, but that few states collect data in the same way or for the same reason; and 14 of the 28 NERR sites examined had initiated some type of performance measurement system. The NERR report recommended that "site-level performance measures should be tailored to the specific needs of the site," but that performance measures should also be developed to meet the needs of the national program; the same would also be applicable to the state coastal programs and the national performance measurement system as a whole.

Overall Project Coordination and Upcoming Actions

During the 2002 National Ocean and Coastal Program Managers Meeting, performance measurement was one of the key focus areas. Presentations included the results of the state coastal programs' pilot project, the NERR baseline assessment, an update on the Heinz Center project and discussions about the use of performance measurement in international marine protected areas. The final session solicited input from the managers of the state coastal program and NERR managers as to how the process of establishing a national system of indicators might move forward efficiently and effectively.

Taking into account the comments and concerns voiced at this meeting, NOS' Office of Ocean and Coastal Resource Management (OCRM) will work with the states to acquire information related to the goals of each of the state coastal programs and estuarine research reserves. The states will also be asked to provide information about how they collect information to determine whether they are meeting their goals. The attached survey is the mechanism by which the state coastal programs/NERRs will assist NOS with collecting the information about the state coastal programs'/NERRs' goals. The information collected through the survey effort will be put into a data base that can then be compared with the framework recommended by the Heinz Center study.

As a follow-up to this survey and the continued development of a national framework, OCRM also plans to conduct a national workshop on coastal management performance measurement in the Fall of 2002. The audience for the workshop will be all NERR and state coastal program managers. Representatives of other programs such as Sea Grant and the National Estuary Programs will be asked to participate in this workshop. Following the workshop, OCRM will proceed to develop a common set of indicators to be included in the National Coastal Management Performance Measurement system for consideration by Congress and the Administration.

What If Your Program Does Not Have Performance Measures?

NOAA has never required the state coastal programs/NERRs to develop performance measurement systems. Some state coastal programs/NERRs have developed performance measurement systems as a result of their own state's initiatives. Other state coastal programs/NERRs have been measuring indicators for environmental report cards. These state coastal programs/NERRs may or not have linked the state coastal programs'/NERRs' management goals with these measures. The format or the existence of a performance measurement system within your state coastal program/NERR is not critical for this effort.

NOS does want to know if you have performance measurement system, whether it is informing management of the state coastal program/NERR, and specifically what goals your state coastal program/NERR has established. Once the goals are determined, it will be important to examine what specific objectives or accomplishments are desired in an effort to achieve each goal, how these objectives will be or are being accomplished, and how those objectives are being measured.

Paperwork Reduction Act Requirements

The information included in the questionnaire is being collected to assist in the development of a national performance measurement system for the CZMA. This national performance measurement system is being developed by NOAA, in cooperation with the state coastal programs and the NERRs, in order to comply with the Appropriations' Committee requests in 2001 for a report on the national impact of coastal management and in 2002 for quarterly reports on progress in developing indicators. This system is also being developed in anticipation of the passage of the reauthorization of the CZMA. Current wording of House Bill HR 3577 requests a report on a common set of indicators "not later than one year after the date of the enactment of this Act" and development of a national monitoring and evaluation system "not later than 3 years after the date of the enactment of this Act." In order to facilitate input by the state coastal programs and to efficiently and effectively develop the system, NOS is seeking information about the state coastal programs' existing use of performance measures as well as the state coastal programs' goals, objectives, indicators, and existing data. This will allow for a more informed process for development of the national performance measurement system.

The information collected with this questionnaire will help NOS, the state coastal programs and the NERRs, to complete the development of the performance measurement framework. The state coastal programs'/NERRs' goals and objectives will be placed into a data base and compared to the framework that the Heinz Center is currently developing. Common goals and objectives that could be used for a national system may emerge from the state coastal programs'/NERRs' responses. A more developed framework that reflects the overall goals and objectives will then be presented to the state coastal programs/NERRs for comment. A workshop in the Fall of 2002 will follow to allow for discussion regarding the indicators that will be considered for inclusion in the national performance measurement system.

Public reporting burden for this questionnaire is estimated to average 40 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this questionnaire, including suggestions for reducing this burden, to Laura Letson, Office of Ocean and Coastal Resource Management, NOAA Ocean Service, N/ORM, 1305 East West Highway, Silver Spring, Maryland 20910.

Responses to this questionnaire are voluntary.

None of the responses to this questionnaire will be considered confidential.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.

State Coastal Program/National Estuarine Research Reserve Performance Measurement
Questionnaire

Section 1 - Performance Measurement Framework/System

1) Does your state coastal program/National Estuarine Research Reserve (NERR) use a performance measurement system which includes defined measurable goals, objectives, and indicators? Y/N

If yes,

* is the performance measurement system used as feedback to inform the program's management? Y/N

* How often does the state report and assess its performance as part of this system? _____

* Was the state coastal program/NERR required to develop its performance measurement system? Y/N

If yes,

* who required its development? _____

* Who led the effort to develop the performance measurement system? _____

* If the performance measurement system was required by another entity, at what level were the goals, objectives and indicators originated? (State Coastal Program/NERR, Governor, Legislature, Secretary of the agency, another agency, other)

* Is this performance measurement system part of a state-wide effort/initiative [or specific to the coastal program/NERR]? _____

* Does/did the state coastal program/NERR play an integral part in the process of determining which goals are measured and assessed? Y/N/Some

* Does the state coastal program/NERR have the ability to influence the goals and measures that are tracked as part of this system? Y/N/Some [OR How much control/responsibility does your state coastal program/NERR have in determining which goals are measured and assessed? (High, medium, low)]

* Do the goals, objectives and indicators within this system adequately reflect the mission and desired outcomes of the state coastal program/NERR? Y/N

* If not, how do you plan to address the gaps and/or inconsistencies? _____

* Is the current performance measurement system useful as feedback or informing the program's management? Y/N/Some

* If some or no, how could this be improved? _____

•What is the cost to the state coastal program/NERR to develop and maintain the performance measurement system? Personnel _____
Equipment _____
Other resources _____

* What are the incentives to the state coastal program/NERR for participating in the performance measurement system? _____

1 * Are there any disincentives to the state coastal program/NERR for participating in the performance measurement system? _____

* How are state coastal program/NERR performance measures used to alter programs or better protect resources? _____

5 * Who collects the data required for the performance measurement system? _____

* Who analyzes or makes sense of the data collected? _____

* Who can change the policies and/or programs as a result of this performance measurement system? _____

9 If no,

* why hasn't your state coastal program/NERR developed a performance measurement system? _____

13 * are you planning on developing a performance measurement system for your state coastal program/NERR? Y/N

* If so, will it be developed as part of a state-wide or agency-wide performance measurement system or only for the state coastal program/NERR? _____

17 * When do you plan to develop the performance measurement system? _____

* Do you routinely evaluate your program through some other tool or technique? Y/N

* What evaluation tools or techniques do you use? _____

21 * How do you determine whether your state coastal program/NERR is making progress toward achieving your goals or know when you have reached your goals? (309 assessment, annual issue assessment process, other)

* How do you determine when it is necessary to revise your goals? _____

* How are these tools used to alter programs or better protect resources? _____

25 * Who collects the data required for the evaluate your program? _____

* Who analyzes or makes sense of the data collected? _____

* Who can change the policies and/or programs as a result of this evaluation ? _____

29 2) Does your state collect information on the "state of the coast" for reporting, such as an Environmental Report Card or a State of the State Report? Y/N

33 If yes,

* Is this information used to inform the program's management? Y/N

If yes, how? _____

* How often does the state assess and report its performance as part of this system? _____

37 * Was the state coastal program/NERR required to develop or participate in this reporting system? Y/N

If yes,

* who required its development or your participation in it? _____

41 * Who led the effort to develop it? _____

* If the reporting system was required by another entity, at what level was

the determination to collect specific data items originated? (State Coastal Program/NERR, Governor, Legislature, Secretary of the agency, another agency, other)

* Is this report part of a state-wide effort/initiative [or specific to the coastal program/NERR]? _____

* Does the state coastal program/NERR have the ability to influence the information that is collected/tracked as part of this system? Y/N/Some

* Is this information useful as feedback or informing the program's management? Y/N Please explain.

• What is the cost to the state coastal program/NERR to develop and report data on the "state of the coast?" Personnel _____
Equipment _____
Other resources _____

* How is this information used to alter programs or better protect resources? _____

* Who collects the data required for th is reporting effort? _____

* Who analyzes or makes sense of the data collected? _____

* Who can change the policies and/or programs as a result of this information? _____

If no,

* is there any information that you regularly collect that informs your management of the resources? Y/N

* If yes, what? _____

* Is this information used to alter programs or better protect resources? Y/N

* If yes, how? _____

* Who collects the data required for th is reporting effort? _____

* Who analyzes or makes sense of the data collected? _____

* Who can change the policies and/or programs as a result of this information? _____

* Is there any other data or information you would like to collect that would inform your management of the resources? Y/N

* If yes, what? _____

3) Does your state have a networked program? Y/N

If no, skip to the next question.

If yes, how does each agency within the network participate within the performance measure framework?...

* Does an agency develop its objectives and performance measures:

a) through its own agency process, or

b) by using those developed by the coastal program?

* Does an agency report its performance measures:

a) through the coastal program?

b) directly to a central administrative reporting body, such as Governor's office or state budget office, without reporting through the coastal program?

4) Does your state operate through local coastal programs? Y/N

If no, skip to the next question.

If yes,

* does each local coastal program develop measurable objectives and performance measures? Y/N

* Does each local coastal program report its performance measures to the lead agency? Y/N

Section 2 - Goals, Objectives, Indicators

Does your state coastal program/NERR have goals related to each of the following focus areas? (Answer Y/N to each of the following) (Please also include sub-state or regional performance measures such as those produced by the NEP's, Puget Sound, Gulf of Maine, Great Lakes, Chesapeake Bay, etc.)

Issue-specific focus areas:

- Coastal Hazards

- * Reduce economic losses and loss of life due to hazard events.

- * Promote and enhance public awareness of coastal hazards and mitigation measures.

- * Encourage state and local implementation of land use and zoning measures that decreases vulnerability to hazards in coastal areas.

- Coastal Habitat

- * Protect and maintain healthy coastal populations and ecosystems.

- * Restore degraded coastal populations and ecosystems.

- Coastal Water Quality

- * Protect and improve coastal water quality

- * Reduce the delivery of pollutants (derived from land, the sediment, the atmosphere, or the ocean)

- * Protect and restore natural resources

- Public Access

- * Provide and/or enhance public access to natural, historical, cultural, and recreational coastal resources that does not damage or degrade these resources.

- * Promote and enhance community awareness of public access points, as well as the rights and responsibilities surrounding access.

- Coastal-dependent Uses

- * Promote policies that encourage levels of coastal-dependent economic

- 1 growth consistent with the protection and restoration of natural, cultural
and historic resources, existing uses and the quality of coastal waters.
* Promote coordination and simplification of procedures in order to ensure
expedited government decision-making for the management of coastal
5 resources and siting of major coastal-dependent uses.
* Ensure the safety and security of coastal development.
* Incorporate national siting and resource needs in the development of
state and local plans and development actions.
- 9 • Coastal Community Development
* Well-planned growth based on the combined needs of the ecosystem, the
economy and community culture.
* Public involvement in both decision-making and delivery of community-
13 based goals.
* Revitalization, re-use and redevelopment of coastal resources.

Management or governance focus areas:

- 17 • Integration of effort
• Coastal resources of national significance/ areas of critical concern/ special area
management planning
• Government efficiency
21 • Interagency coordination
• Comprehensive planning
• Policy framework
• Public participation in policy and permitting decisions?
25 • Consideration of national interest in state decisions?
• Local implementation

29 Are there any other areas not mentioned above for which your program has one or more
goal statements? Y/N

If yes, what are they? _____

33 Have you identified gaps in the existing goals of your program that are not being measured that
are important enough to consider on a national scale? Y/N

If yes, what are they? _____

37 The **next xx questions** ask about goal statements, measurable objectives and indicators tracked
by your program or state. (Please also include sub-state or regional performance measures such
as those produced by the NEP's, Puget Sound, Gulf of Maine, Great Lakes, Chesapeake Bay,
etc.)

- 1 * Is this information contained in a form that can easily be sent to NOAA? Y/N
 * Would you like to provide this information by phone, by sending a copy of your
 performance measurement document(s), or by filling out an electronic template? _____

5 For each focus area, what are the goal statements? (In other words, what is the state coastal
program/NERR trying to achieve with respect to each focus area?) (**I.e.,**) _____

For each goal statement:

- 9 * Does the goal apply statewide or only to the state coastal program/NERR? _____
 * Is there a measurable objective (xx # of acres will be restored) or (By 20xx, xx # of
 acres will be restored)? Y/N
 If yes, what is/are the objective(s)? _____
13 If no, what might be the potential objective(s)? _____
 * Is there a performance indicator and/or measure (# of acres restored)? Y/N
 If yes, what is/are the performance indicator(s) and/or measure(s)? _____
 If no, what might be the potential performance indicator(s) and/or measure(s)? _____
17 * Have specific benchmarks or targets been identified for each of the indicators/
 measures? Y/N
 * Through which state program and/or policy(ies) is each goal or objective
 implemented? _____
21 * What tools or strategies are being used to achieve each goal? _____

What integrative mechanisms are states using to bring together data? (for example, state
groundwater protection standards with shoreland zoning)

25 Who will be the contact for any follow-up questions that may be necessary? (Name, email and
phone number)

29 Section 3 - Performance Reporting System

For each indicator/performance measure provided in **question #__**:

- 33 • Is the indicator currently being measured? Y/N
 If yes,
 • How frequently? (Quarterly, semiannual, annual, etc.) _____
 • How long [Since when] has this indicator been measured? _____
 • What is the spatial extent/ scale of the data? (City, county, state, watershed, etc.)
37 • What method or technology is used to collect data? (I.e., data logger, aerial
 photography)
 • What is the unit of measure for this indicator? _____
 • Who collects or provides this data or information? (I.e., state agency, federal
41 agency, etc.)
 * Who analyzes this data or information?

- 1 • What does it cost to collect and report this information? Personnel _____
Equipment _____
Other resources _____
- 5 • Is the amount of data collected or available adequate to report on this indicator
in a meaningful way? Y/N
- How [meaningful/useful] are the measures for managing the toward the stated
objective? _____
- 9 • Has the measure provided information that resulted in changes in coastal
management (i.e., policies, management techniques, etc.)? Y/N
- If so, can you give some examples? _____
- For what purpose(s) is the measure regularly being used? (I.e., education,
politics, managing resource allocation) _____
- 13 • By whom? _____

If no,

- 17 • Why is the indicator not being measured? _____

Section 4

21 What other measures/indicators are collected that you feel are important to report that have not
been reflected in the questions above? _____

25 What specific goals or efforts within your state coastal program/NERR result solely from the
state coastal program's/NERR's existence? _____ Why? _____

What specific goals or efforts within your state coastal program/NERR result primarily or
substantially from the state coastal program's/NERR's existence? _____ Why? _____

29 Does the state coastal program/NERR provide services toward goals within another program or
that are not the sole responsibility of the state coastal program/NERR? _____ In what
way? _____

33 Is there a NERR site(s) within your state? Y/N

If yes,

* how does the NERR site(s) help achieve the goals of your state coastal program?

37 * Do the NERR site(s) participate in the establishment of the state coastal program goals,
objectives, and indicators? Y/N If so, how? _____

41

1 Section 5

5 Are the focus areas identified in **Section** _____ of this questionnaire appropriate subject headings to categorize your state coastal program's/NERR's enforceable policies? Are there any additional headings necessary to include all of your state coastal program's/NERR's enforceable policies?

9 What are your state coastal program's/NERR's enforceable policies? _____
 * What are the regulatory/statutory cites? _____

When was each enforceable policy last updated under state law? _____

13 When was each enforceable policy change last submitted to and approved by NOAA? _____

H.R.3577

Coastal Resources Conservation Act of 2001 (Introduced in House)

SEC. 18. COASTAL ZONE MANAGEMENT OUTCOME INDICATORS AND MONITORING AND PERFORMANCE EVALUATION SYSTEM.

(a) IN GENERAL- The Secretary of Commerce shall--

(1) by not later than 1 year after the date of enactment of this Act, submit to the Committee on Resources of the House of Representatives a common set of measurable outcome indicators to evaluate the effectiveness of State coastal zone management programs in the achievement of the national policy declared in section 303 of the Coastal Zone Management Act of 1972 (16 U.S.C. 1452); and

(2) by not later than 3 years after such date, establish a national coastal zone management outcome monitoring and performance evaluation system using the common set of indicators prepared under paragraph (1).

(b) CONSULTATION-

(1) IN GENERAL- In preparing each report under subsection (a), the Secretary shall consult with and provide a copy of the draft report to each coastal State, through the Governor of the State or the head of the State agency designated by such Governor pursuant to section 306(d)(6) of the Coastal Zone Management Act of 1972 (16 U.S.C. 1455(d)(6)).

(2) STATE COMMENTS- The Secretary shall include in each final report any comments on the draft report received from such a Governor or the head of such a State agency.

(c) AUTHORIZATION OF APPROPRIATIONS- To carry out this section there are authorized to be appropriated to the Secretary of Commerce \$1,000,000 for each of fiscal years 2003, 2004, 2005, and 2006.